

PROGRAM ANNOUNCEMENT

THE DEPARTMENT OF DEFENSE (DoD)

Fiscal Year 2003

Uninitiates' Introduction to Engineering (UNITE) Program

**ARO Broad Agency Announcement
DAAD19-03-R-0003**

PROPOSAL DEADLINE:

**Proposals must be received no later than 4:00 p.m. Eastern Time
Monday, January 13, 2003**

Issued by the U.S. Army Research Office

In cooperation with the

Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology

I. General Information

The Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology announces the Fiscal Year 2003 (FY03) competition for technical and support services in support of the Uninitiates' Introduction to Engineering (UNITE) Program. The UNITE is a science, engineering and mathematics college preparation program designed for high school students to attend classes during the summer months. The technical and management services sought by this Broad Agency Announcement (BAA) will enhance the infrastructure for science and engineering research. The program is currently composed of four university sites with funding for an additional site in FY03.

A five-year grant is anticipated to be made during early calendar year 2003 in support of five sites. Approximately \$200,000 is anticipated for each year of the grant, subject to the availability of funds.

A. Funding Opportunity Title: *Uninitiates' Introduction to Engineering (UNITE)*

B. Funding Opportunity Number: *DAAD19-03-R-0003*

C. Agency Name: *This program will be administered through the Army Research Office (ARO) on behalf of the Office of the Assistant Secretary of the Army for Acquisition, Logistics and Technology (ASAALT)*

D. Agency Contact: Peggy Lacewell (919)549-4339 (Primary)
email lacewell@aro.arl.army.mil

Dr. Vallen Emery, (301)394-3585 (Alternate)
email Vemery@arl.army.mil

E. Award Type: Award is anticipated to be made via a grant.

F. Catalog of Federal Domestic Assistance (CRDA) Number: 12.431

G. CFDA Title: Basic Scientific Research

H. Address to Send Proposal:

Use the post box for delivery by U.S. Postal Service: Army Research Office, ATTN: AMSRL-RO-RT (UNITE 2003), PO Box 12211, Research Triangle Park, NC 27709-2211

Use the street address for delivery by commercial carrier (e.g., Federal Express, etc.) Army Research Office, ATTN: AMSRL-RO-RT (UNITE 2003), 4300 South Miami Boulevard Durham, NC 27703-9142

II. Funding Opportunity/Program Descriptions

A. The technical and management services sought herein will require the expertise and effort of persons possessing knowledge and experience to coordinate, administer and evaluate the ARO UNITE Program. Specific tasks are as follows:

1. Review proposals (technical/program and cost) from each site each year;
2. Coordinate with the selected sites for program set-up, compliance with requirements, and correspond with students relative to achievement;
3. Assure that each program site operates an educational program that encourages and assists socially and/or economically disadvantaged high school students. The grantee may recommend changes to the current sites. However, the grantee must coordinate any planned UNITE site change with the ARO contracting officer;
4. Approve the marketing of the UNITE program by site administrators which must identify talented high school students who show an aptitude for math and science subjects. The UNITE program is designed for students living within the general local area rather than to support students regardless of area location;
5. Visit the sites and evaluate the programs: sit in on classes; review the curriculum materials and course content; meet and discuss the program with students, faculty and the program administrator; provide written input regarding areas that the evaluator believes can be strengthened. A visit to each site every year is not required;
6. Provide complete fiscal services including ensuring that funds obligated for each site are expended according to the approved budgets;
7. Submit a comprehensive summary report of all program activities from each site annually. At a minimum, the report must include: number of student participants by school, student demographics and student grade level. Additionally, the grantee must assure that each site submits the following on their respective program: goals, criteria for admission, program curricula, promotion/marketing techniques, budget and historical program data.

The current four programs sites and points of contact are:

University of Delaware, Newark, DE, Michael L. Vaughan, vaughan@udel.edu, (302)831-6315 - www.udel.edu/engg/rise;

New Mexico MESA, New Mexico Tech, Albuquerque, NM, Michael Garcia, michael@nmmesa.nmt.edu, 1-800-544-2617;

Florida International University, Miami, FL, Gustavo Roig, gus@eng.fiu.edu, (305)348-3700 - <http://faculty2.eng.fiu.edu/~jets/UNITE.htm>;

University of Detroit-Mercy, Detroit, MI, Dan Maggio, maggiodd@udmercy.edu, (313)993-1435.

B. Additionally, the offeror is responsible for assuring that each site administrator incorporates the following into their program:

1. Seek and encourage high school students who are considered to be socially and/or economically disadvantaged and provide them the opportunity to participate in college structured summer science, mathematics and engineering courses.
2. Provide an academic setting at a level that is appropriate for the grade level of the students and is correlated to the academic skills needed for success in a college of engineering.
3. Provide a generally hands-on program in which the primary focus is on rigorous classroom instruction either taught by carefully selected high school teachers or college professors.
4. Be formally linked with a pre/post-UNITE continuing academic and support experience. This ensures that the students are not participating in a “one-time” experience.
5. Provide continuity, in that once a student enters UNITE they are constantly evaluated and it is likely that the student, assuming they maintain the standards necessary will participate in two or more summer UNITE experiences during their four year high school career.
6. Host a ROTC speaker, at each site, and attend an Army (or other service) research institute to experience in what capacities the U.S. military employs engineers.

III. Eligibility Information: This competition is open to nonprofit organizations and small businesses.

IV. Proposal Content:

A. Proposals must:

1. Provide detailed information that indicates technical knowledge and experience which qualifies the organization or person to perform this effort.
2. Provide evidence of previous accomplishments and work in similar programs.
3. Provide details of how the organization will coordinate, administer and evaluate the UNITE programs which will be conducted at the selected universities.
4. Provide details of how the annual review of proposals (technical/program and cost) from each site will be conducted.
5. Provide details for program set-up, compliance with requirements, and correspondence with students relative to achievements.

6. Provide details on maintaining a tracking/monitoring mechanism of students who matriculate through UNITE.

B. Proposal Format:

1. Proposals must be complete and self-contained to qualify for review. All proposals require a signed original and three (3) photocopies. The original should have the word "ORIGINAL" stamped or printed in the upper right corner.

2. Each proposal should be TYPED, 12 POINT FONT, one sided, on 8 ½ x 11-inch white paper, and stapled in the upper left corner. The technical portion of the proposal should be no more than 20 pages.

C. The proposal must include or address the following:

1. Proposal Cover: Use the two page form provided (Appendix A). No other sheets of paper should precede this cover.

2. Abstract: Proposal shall contain a concise summary of the proposed effort. The summary should provide an introduction to the technical and management issues of the effort.

3. Budget: The financial portion of the proposal should contain cost estimates sufficiently detailed for meaningful evaluation. Funds provided under UNITE are expected to remain the same for each of the five year grant period. Additionally, each site will be given the same amount for each year of the grant to administer its program. For budget purposes, use an award/start date of March 1, 2003.

a. Direct services to the students should make up a minimum 75% of the budget. Direct support of the students may include but is not limited to: instructional materials; guidance assessment process for screening candidates; follow up guidance materials; and expenses incurred for instruction.

b. Administrative support shall not exceed 25% of the budget and may include but is not limited to:

- i. staff salaries (list each employee category);
- ii. staff travel (site visits);
- iii. administrative/office costs (provide details); and
- iv. audit expenses

4. Personnel: Include the qualifications of key personnel who will conduct the technical and management tasks of the UNITE program.

D. Submission Date and Time: Proposals must be received no later than 4:00 p.m. Eastern Time on Monday, January 13, 2003.

The offeror is responsible for submitting the proposal to reach the Army Research Office no later than the stated date and time. Any proposal arriving after the deadline is “late” and will not be considered for an award, except:

1. If there is acceptable evidence that the properly addressed proposal was delivered to the ARO by the deadline; or
2. If the properly addressed proposal was sent by U.S. Postal Service Express Mail prior to January 9, 2003.

In case the operation of the Army Research Office is interrupted and the office is unable to receive the proposal, the deadline is extended to the same time of the first day when the office is in operation.

Please note that proposals delivered by commercial carriers are considered “hand carried” and that no exceptions can be made to allow such proposals to be considered if, for any reason, they are received after the deadline. Offerors are advised that some proposals responding to past announcements that were sent via commercial carriers were delayed during shipment and arrived after the deadline, typically by one or two days. To decrease the probability that proposals delivered by commercial carriers will arrive after the deadline and thus be ineligible to compete, offerors are encouraged to schedule delivery to occur before the deadline date.

E. Other Submission Requirements: - All proposals must be sent to the Army Research Office. Please note the following special instructions:

Use the post office box for delivery by U.S. Postal Service:

Army Research Office
ATTN: AMSRL-RO-RT (UNITE 2003)
PO Box 12211
Research Triangle Park, NC 27709-2211

Use the street address for delivery by commercial carrier (e.g., Federal Express, etc):

Army Research Office
ATTN: AMSRL-RO-RT (UNITE 2003)
4300 South Miami Boulevard
Durham, NC 27703-9142

Point of Contact at delivery site: Peggy Lacewell, (919)549-4339

Proposals submitted in whole or in part by electronic media (computer disk or tape, facsimile machine, electronic mail, etc.) will not be accepted.

V. Application Review Information

A. Evaluation Criteria: Proposals shall be evaluated using the criteria listed below:

1. Personnel Experience.

a. The offeror must demonstrate scientific and technical knowledge of youth science programs such as the UNITE program.

b. Resumes must demonstrate the qualifications of key personnel who are proposed to perform this effort.

2. Corporate Experience: The offeror must demonstrate:

a. Previous organizational experience in conducting a youth science support program. The proposal must reflect specific organizational experience in initiation, management and oversight of similar type support programs.

b. Adequacy of the organization's facilities and resources, including an agreement to work with the selected universities to conduct the UNITE program.

c. Knowledge possessed by the organization's management to perform the tasks required by the grant.

3. Technical Quality: The offeror must demonstrate:

a. Adequacy, completeness and thoroughness of the overall technical approach.

b. Skill and ability to conduct the program timely.

4. Cost: Proposed cost will be evaluated for realism and reasonableness.

B. Selectee Announcement and Award Date - Announcement of the selected offeror will be made by letter on or about January 31, 2003. The award is expected to be in place by March 1, 2003. The announcement should not be regarded as an authorization to commit or expend funds. Only an award document signed by a Government Grants Officer will bind the Government.

VI. Award Administration Information

A. Certifications: All awards require certifications of compliance with national policy requirements. Statutes and government wide regulations require some certifications to be submitted at the time of proposal submission rather than at the time of award. Offerors, by signing and submitting a proposal and the required cover, Appendix A, are providing the certification at Appendix A to 32 CFR Part 25 regarding debarment, suspension, and other matters; the certification at Appendix C to 32 CFR part 25 regarding drug-free workplace; and the certification at Appendix A to 32 CFR Part 28 regarding lobbying. Full text of these certifications may be found at <http://www.afosr.af.mil/oppts/afprop.htm> (then click Grant Certifications). Copies will be provided upon request.

B. Administrative Requirements: In keeping with the provisions of 32 U.S.C. 6306 and with the intent of this program, additional information about ARO administrative requirements is available on-line at: <http://www.aro.army.mil/research/terms99.htm>.

C. Payment by electronic fund transfer - central contractor registration database (CCR): All payments by the Government under any award resulting from this BAA shall be made by electronic funds transfer (EFT). PLEASE NOTE: Before ARO can make an award under this announcement, the awardee must be registered in the DoD CCR database. Offerors should verify with their business office that this has been done. To register in the DoD CCR database, go to <http://www.ccr.gov> or call (800)227-2423 for assistance.

APPENDIX A: PROPOSAL COVER

(Complete and submit with the Proposal)

**SUBMITTED TO FY2003 UNITE
(November 2002 Program Announcement)**

**Proposal No: _____
(To Be Completed by Agency Only)**

1. THE PRINCIPAL INVESTIGATOR (one name only):

(Title) (First Name) (MI) (Last Name) (Signature please use blue ink)

(Phone Number, Including Area Code) (Fax Number) (E-mail address)

(Organization)

(Department/Division)

(Street/P.O. Box)

(City) (State) (Zip Code)

CURRENT DOD CONTRACTOR OR GRANTEE? YES ___ NO ___

If yes, give Agency, Contract Number, Point of Contact, Phone Number:

2. THE PROPOSAL:

(Title of the Proposal)

Total Funds Requested Proposed Dates Your Institution's
From DOD (03/01/03 - mm/dd/yy) Proposal Number

Primary reviewing agency and relevant Division/Directorate/Office or technical area/program officer

3. CERTIFICATIONS:!!Cz!tjhojoh!boe!tvcn jujoh!u jt!qspqptbm!u f!qspqptfs!jt!qspwjejoh!u f!dfsujgdbujpo!bu!!!!!!
!!!!Bqqfoejy!C!up!43!DGS!Qbsu!36!sfhbsejoh!efcbn fou!tvtqfotjpo!-boe!pu fs!n bufst -u f!dfsujgdbujpo!buBqqfo.!

ejy!C!up!43!DGS!Qbsu36!sfhbsejoh!esvh.gsff!x psl qrhdf 4boe!u f!dfsjgidbujpo!buBqqfoejy!B!up!43!DGS!Qbsu39!!!!!!!!!!!!!!!!!!!!!!!!!!!!
sfhbsejoh!mcczjoh!!!
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4. THE INSTITUTION

NAME AND ADDRESS OF OFFICIAL AUTHORIZED TO OBLIGATE CONTRACTUALLY:

(Title) (First Name) (MI) (Last Name) (Phone Number, Including Area Code)

Name of Grantee (University) (Fax Number)

Street Address (P.O. Box Numbers Cannot Be Accepted) (E-mail address)

(City) (State) (Zip Code)

DUNS + 4 No.¹ _____

Signature of Authorized Official
(Please use blue ink)

¹ The institution = s number in the data universal numbering system or DUNS+4 is a unique 13-character identification number for organizations and subsidiaries. Dun & Bradstreet Corporation assigns these numbers. You can receive a DUNS+4 number by calling Dun & Bradstreet at 1(800) 333-0505 or go to the Dun & Bradstreet Web site at <http://www.dnb.com>. To facilitate payment under any award, the institution must be registered in the Central Contract Registry (CCR). CCR uses the DUNS+4 as a unique identifier for each organization. Information on registering in the CCR may be found at <http://www.dhs.gov/ocr/procurement/procurementcenter/centralcontractregistry/>!!
ps!2.)999*338.3534/!